



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PHOTOGRAMMETRIST/CARTOGRAPHER IV	39	B	6.102
PHOTOGRAMMETRIST/CARTOGRAPHER III	35	B	6.107
PHOTOGRAMMETRIST/CARTOGRAPHER II	33	B	6.110
PHOTOGRAMMETRIST/CARTOGRAPHER I	30	B	6.116

SERIES CONCEPT

Photogrammetrist/Cartographers perform remote sensing work in the preparation of contour maps, terrain models, profile sheets, and related mapping materials which require the application of photogrammetric or cartographic techniques. They then apply photogrammetric or cartographic principles in the production and distribution of topographic, orthophotographs, planimetric maps and related products requiring the application of those techniques and principles. Work involves the scanning and analysis of aerial photographs and survey data applying standard mathematical formulas and mapping techniques to identify, scale, and orient geodetic survey control, elevations, and other planimetric or topographic features with associated cartographic detail in creating and preparing original maps, charts, and drawings. Work products must graphically delineate details such as survey control points, hydrography, topography and cultural features using digital workstations, specialized software, precision plotting apparatus, and other technical equipment. Incumbents re-project, create, revise and merge existing elevation models, orthophotographs, and mapping from disparate sources using specialized software. Transformation of map and photo data is performed utilizing a working knowledge of various coordinate systems.

Prepare photo flight requests for mapping projects; identify areas to be mapped showing area to be covered, altitude and flight path for low and high altitude photo flights; and select and use field Global Positioning System (GPS) points for control of mapping data, Geographic Information System (GIS) datasets, GIS overages and attributes using resource grade GPS collection units.

Analyze flight photos to determine specific overlap and quality, and perform aerial triangulations by analytic, semi-analytic or digital methods.

Perform map compilations based on horizontal and vertical positions which are compared to completed field survey files; prepare topographical maps, cross sections, profiles, and renderings through digital map compilations; review final mapping files for accuracy of contour intervals, elevations, grid coordinates, and planimetric features; calculate map accuracy, create statistical reports, and ensure agency standards are met using the National Standards for Spatial Data Accuracy method (NSSDA).

Consult with other divisions and outside entities to determine required mapping needs while exceeding minimum required standard mapping specification.

Collect and maintain GIS datasets or coverages.

Generate map compilations and create computer-aided design drafting (CADD) files in compliance with agency standards; convert existing mapping (rotate, scale and transform), create, re-project and incorporate existing graphical Public Land Survey System (PLSS) and administrative boundary data into design files, and establish mapping parameters for other divisions within the agency or outside contractors.

Maintain and calibrate equipment to ensure proper and accurate operation; maintain equipment inventory, repair and maintenance records.

Provide training to lower level staff regarding digital mapping programs, accuracy, and mapping procedures.

Perform related duties as assigned.

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Page 2 of 5

CLASS CONCEPTS

Photogrammetrist/Cartographer IV: Under limited supervision of the Location Engineer, incumbents manage the activities of the Photogrammetry or Cartography Section by supervising and directing the work of section staff; preparing the section's budget; developing policies and procedures; ensuring completed work is in conformance with established engineering principles and practices, applicable agency policy and procedure as well as federal and State requirements; preparing and maintaining equipment maintenance agreements. Incumbents act as a liaison between the agency and other agencies, contractors and the general public regarding photogrammetric or cartographic data. Incumbents in the Photogrammetry Section check adequacy of aerotriangulation control for photogrammetric projects and oversee the compilation of digital maps. Incumbents in the Cartographic Section are responsible for the planning, design, production, publishing and regular maintenance of maps, atlases and GIS digital datasets.

Photogrammetrist/Cartographer III: Under general direction, incumbents perform the full range of duties in the series concept and in addition, act as a first-line supervisor for subordinate professional and technical staff by providing training and direction, evaluating performance, coordinating work assignments, and reviewing completed photogrammetric or cartographic projects to ensure conformance to agency and NSSDA standards.

Photogrammetrist/Cartographer II: Under general supervision, incumbents perform the full range of duties in the series concept. This is the journey level in the series.

Photogrammetrist/Cartographer I: Under close supervision, incumbents receive training in the performance of all or part of the duties in the series concept. This is the entry level in the series and provides for progression to the Photogrammetrist/Cartographer II upon meeting the minimum requirements and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Some positions in this series require the ability to see stereoscopically.

PHOTOGRAMMETRIST/CARTOGRAPHER IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in photogrammetry, cartography, physical science, geography, mapping, surveying, civil engineering or related field and four years of progressively responsible photogrammetric or cartographic work experience resolving complex mapping problems, preparing and/or reviewing photo flight mission plans, computer-aided design, and analyzing information and engineering specifications to ensure compliance with established policies, regulations and standards; **OR** an Associate's degree from an accredited college of university in photogrammetry, cartography, physical science, geography, mapping, surveying, civil engineering, or related field and five years of progressively responsible experience as described above; **OR** two years of experience as a Photogrammetrist/Cartographer III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of supervision; survey, photogrammetry, and cartography principles and methods; agency budget processes; map printing and publishing techniques, equipment and service. **General knowledge of:** budget preparation and maintenance processes. **Ability**

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PHOTOGRAMMETRIST/CARTOGRAPHER I	30	B	6.116

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

PHOTOGRAMMETRIST/CARTOGRAPHER IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

to: supervise a variety of complex photogrammetry or cartography operations; direct and supervise professional and technical staff; check mapping work for compliance with engineering specifications; track multiple projects, prepare status reports, and ensure timely completion; prepare and maintain records, reports, statistics and other data; prepare various budget documents; manage a variety of complex photogrammetric or cartographic operations; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policy and procedures related to survey projects and mapping procedures; State personnel policies and practices; interpersonal skills and supervisory methods. **General knowledge of:** management principles and practices; geodetic principles. **Skilled in:** making oral group presentations to provide information and training.

PHOTOGRAMMETRIST/CARTOGRAPHER III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in photogrammetry, cartography, physical science, geography, civil engineering or related field and two years of progressively responsible experience which included completing mapping projects in consultation with others; completing survey, triangulation, and other mathematical programs required for mapping compilation; preparing photo flight plans for mapping projects; and computer aided-design; **OR** an Associate's degree from an accredited college or university in photogrammetry, cartography, physical science, geography, mapping, surveying, civil engineering or related field and three years of progressively responsible experience; **OR** one year of experience as a Photogrammetrist/Cartographer II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: engineering methods, conventional symbols and sources of information; photo flight mission planning. **Ability to:** explain the mapping process and equipment used to various groups such as map consulting companies, public mapping agencies and other interested parties; complete survey, triangulation, and other mathematical programs required for mapping compilation; resolve complex mapping problems diplomatically with other divisions, agencies, private business and the general public; analyze information, problems, situations, practices, and procedures to define problem areas and formulate logical and objective solutions; direct and supervise professional and technical staff; check mapping work for compliance with engineering specifications; create new designs, forms, procedures and methods to improve workflow; make group presentations to provide information or explain policies.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: train, supervise and evaluate the performance of professional and technical staff; organize and coordinate the work of others.

PHOTOGRAMMETRIST/CARTOGRAPHER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in photogrammetry, cartography, physical science, geography, civil engineering, or related field and one year of photogrammetric and/or cartographic experience which included compiling digital map files from aerial photography and survey data; operating manual and computerized photogrammetric or cartographic equipment; **OR** an Associate's degree from an accredited college or university in photogrammetry, cartography, physical science, geography, mapping, surveying, civil engineering or related field and two

PHOTOGRAMMETRIST/CARTOGRAPHER IV	39	B	6.102
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Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

PHOTOGRAMMETRIST/CARTOGRAPHER II (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

years of progressively responsible experience as described above; **OR** one year of experience as a Photogrammetrist/Cartographer I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: photogrammetric or cartographic and related equipment; map accuracy standards; engineering methods, conventional symbols and sources of information; federal policy and procedures as applied to mapping procedures; map production service agencies and equipment such as printers, aerial photographers, surveyors and others. **Ability to:** operate a variety of manual and computerized photogrammetric or cartographic equipment; check aerial photography and ensure compliance with engineering specifications; establish and maintain project data files; compile digital map files from aerial photography and survey data; reach logical conclusions in interpreting data; perform assigned tasks competently and on time.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities for Photogrammetrist/Cartographer III.*)

PHOTOGRAMMETRIST/CARTOGRAPHER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in photogrammetry, cartography, physical science, geography, civil engineering, or related field; **OR** an Associate's degree from an accredited college or university in photogrammetry, cartography, physical science, geography, mapping, surveying, civil engineering, or related field and one year of experience which included completing digital map files from aerial photography and survey data and operating manual and computerized photogrammetric or cartographic equipment; **OR** graduation from high school and two years of experience as described above; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: trigonometry, algebra, and geometry used in engineering calculations; engineering drafting methods, conventional symbols and sources of information; computer-aided design drafting hardware and software. **General knowledge of:** Geographic Information Systems software, files, and databases; datum, projections, and coordinate systems. **Ability to:** work effectively with frequent interruptions; communicate effectively to obtain information, describe data and explain problems or situations. **Skill in:** communicating effectively both orally and in writing; establishing and maintaining cooperative working relationships with co-workers and the public.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities for Photogrammetrist/Cartographer II.*)

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PHOTOGRAMMETRIST/CARTOGRAPHER III	35	B	6.107
PHOTOGRAMMETRIST/CARTOGRAPHER II	33	B	6.110
PHOTOGRAMMETRIST/CARTOGRAPHER I	30	B	6.116

Page 5 of 5

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>6.102</u>	<u>6.107</u>	<u>6.110</u>	<u>6.116</u>
ESTABLISHED:	4/26/74	4/26/74	4/26/74	10/16/75
REVISED:	10/16/75	10/16/75	10/16/75	
REVISED:		5/11/76		
REVISED:	7/1/93P	7/1/93P	7/1/93P	7/1/93P
REVISED:	8/31/92PC	8/31/92PC	8/31/92PC	8/31/92PC
REVISED;	10/8/96R	10/8/96R	10/8/96R	10/8/96R
REVISED;	8/18/97UC	8/18/97UC	8/18/97UC	8/18/97UC
REVISED:	12/19/03PC	12/19/03PC	12/19/03PC	12/19/03PC